



**DEPARTMENT:** Fire

**NATURE OF WORK:**

Performs professional and managerial work planning and directing the James City County Fire Department which includes: fire suppression, emergency medical services, emergency services and emergency communications. Serves as Emergency Services Coordinator and Fire Marshal for the County. Serves as a member of the James City County management team to further the County mission, goals and values through the work of the Fire Department.

Work is governed by applicable federal, state, and local policies and is performed under the executive direction of the County Administrator.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Evaluates fire, rescue, emergency medical, emergency management and emergency communications needs of County. Identifies and assesses resources in relation to needs of recurring and catastrophic incidents. Plans for departmental and community responses to catastrophic and hazardous substance emergencies. Works with public and private agencies in marshaling community resources and coordinating responses.

Plans, and manages deployment and use of County equipment and personnel in prevention and suppression of fires, investigation of fire causes, and provision of emergency medical and rescue services.

Plans and manages County efforts in areas of Emergency Management and Emergency Communications.

Evaluates needs for program facilities, equipment, and personnel; develops and presents budget requests and formulates policy recommendations; requests adjustments in County budgetary allocations, as needed.

Manages training and development of Fire Department staff. Practices effective communication with staff. Resolves conflicts and provides guidance and coaching as necessary.

Ensures the professional and technical development of direct reports. Conducts performance evaluations and develops and implements individual development plans. Provides direct and specific feedback regarding work performance.

Fosters a harmonious work environment and effective working relationships within the department.

Models and ensures appropriate workplace behavior that reflects the values of James City County and the Fire Department.

Works cooperatively with regional agencies to coordinate optimum provision of services.

Supervises and participates in review of plans for proposed land and site uses in assuring adherence to applicable codes and standards.

Plans and manages departmental record keeping, incident analysis and reporting, and general internal management of the Department.

Represents program goals, objectives, and needs before local, state, and federal agencies, community groups, and public.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

### **WORK LOCATION AND EQUIPMENT OPERATED:**

Duties are performed primarily at assigned fire station; requires travel to all fire stations and fire grounds or emergency scenes, as necessary. Operates County car; general office equipment, including telephone, computer keyboard, and copy machine; and radios. Operates hand tools, small machinery and fire suppression equipment, as necessary.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the principles and practices of fire and rescue administration, organization, personnel, budget, finance, and purchasing.

Extensive knowledge of modern principles, techniques, and equipment in fire prevention and control.

Extensive knowledge of laws, regulations, and standards applicable to fire prevention, control, and fire cause investigations.

Thorough knowledge of modern medical rescue service equipment, techniques, and practices.

Thorough knowledge of the geography of the County, of the types and locations of potential and actual hazards and of hazardous substances, and of emergency response and rescue techniques.

Thorough knowledge of fire investigation methods, techniques, rules of evidence, and court procedures.

Ability to evaluate needs and plan for the efficient deployment of program objectives.

Ability to lead and achieve coordination among independent agencies of potential and recurring use in the control of fires, provision of emergency rescue and medical services, and in responding to major community emergencies.

Ability to plan, coordinate, supervise, and evaluate the work of the staff.

Ability to read building plans and specifications and to apply codes and standards to determine the adequacy of fire prevention.

**MINIMUM QUALIFICATIONS:**

Possession of Bachelor's Degree in fire protection engineering, or related field and extensive supervisory and management experience in the administration of fire protection, hazard control, and emergency medical and rescue services; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess a valid Virginia driver's license. Maintain certifications as required by the Department of Emergency Services to maintain Emergency Management Assistant (EMA) funding.

Date: May 2005  
firechief.449\_071\_01

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Fire Chief  
Department: Fire

Position Number: 449  
Division: \_\_\_\_\_

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to reason and make judgments.
- ☒ Ability to understand and follow oral instruction.
- ☒ Ability to understand and follow written instruction.
- ☒ Ability to guide and/or give instructions.
- ☒ Ability to make decisions in accordance with established procedures and policies.
- ☐ Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## **1. Speaking/Talking:**

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others \_\_\_\_\_
- ☐ Not essential to job function

## **2. Hearing/Listening:**

- ☐ Ability to distinguish between different tones
- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

## **3. Reading: (ability to read and understand text)**

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided.  
by a calculator, adding machine or measurement device.
- ☐ Not essential to job function.

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |                                                        |                                                                            |
|--------------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input checked="" type="checkbox"/> Use radio/console  | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input type="checkbox"/> Use a fax machine             | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>				✓				✓	
<b>Push/Pull</b>			✓					✓	
<b>Hold/Carry</b>			✓					✓	

Manipulation done from: ☒ ground to waist    ☒ waist level    ☒ waist to shoulder    ☐ above shoulder  
(Check all that apply)

Not essential to job function: ☐ Lift    ☐ Push/Pull    ☐ Hold/Carry    (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☒ Step stool  
☐ 8' to 10' step ladder  
☐ Extension ladder  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

### Stairways

- ☐ 1 flight  
☐ 2 flights  
☒ 3 or more flights  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

### Steps

- ☐ 1-2  
☐ 2-3  
☒ 4 or more steps  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>			✓					✓	
<b>Sit</b>			✓					✓	
<b>Walk</b>			✓					✓	
<b>Run</b>		✓					✓		

If walking or running, over what type of terrain? ☐ flat    ☐ rough    ☒ both

Not essential to job function: ☐ Stand    ☐ Sit    ☐ Walk    ☐ Run    (Check all that apply)

**4. Stooping, Kneeling, Crouching, and/or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- ☒ 0-5x      ☐ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- ☐ 0-5x      ☐ 5-20x      ☒ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

**6. Seeing:** To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision  
☒ Night vision  
☒ Focus (distinctness or clarity)  
☐ Color perception (discriminate between colors)  
☒ Depth perception (determine distance relationship between objects)  
☐ Not essential to job function

**VII. Driving:** The ability to transfer or convey in a vehicle.

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			